



SACRAMENTO  
STATE

FACULTY SENATE OF CALIFORNIA STATE UNIVERSITY, SACRAMENTO

# Faculty Senate Bylaws

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## Bylaws of Faculty Senate of California State University, Sacramento

*Adopted December 12, 2024*

### ARTICLE I. MEMBERSHIP

#### A. Membership

The membership of the Faculty Senate shall be composed of (1) the representatives of the electing units; (2) four representatives to be elected At-large by the temporary faculty from those temporary faculty who are teaching six or more units during the semester in which the election is conducted; (3) Chairs of certain standing Policy Committees of the Faculty Senate (as specified in the committee's charge), as ex-officio non-voting members, unless such Chairs are serving concurrently on the Senate as representatives of electing units; (4) the statewide academic Senators, as ex-officio, non-voting members; (5) a Faculty Emeritus member of the California State University, Sacramento Retirees Association, as an ex officio, non-voting member, chosen by, and in a manner determined by, the Association; (6) three student representatives, as non-voting members, chosen by, and in a manner determined by, the Associated Students, Inc.

#### B. Nomination, Election, and Succession to the Office of Representative or Alternate

##### 1. Representatives and Alternates

Each electing unit of the full-time faculty (as defined in the Constitution of the Faculty, Article II, Section 5.B.) may elect a representative and an alternate representative to each of its seats to serve as the unit's voting representative at Senate meetings. The alternate may vote when the representative is unable to attend.

In the case of electing units with more than one representative the unit may choose to elect (1) a separate alternate for each of the seats or (2) one or more individuals (up to the number of seats allotted to the electing unit) to serve as alternates for all of its seats.

Service as an alternate, regardless of the number of years served, shall not preclude an individual from being elected as a unit representative upon end of his/her service as an alternate.

The temporary faculty shall be entitled to two alternates (who may act for any of the four temporary faculty representatives) elected from among those temporary faculty who have



been appointed to no fewer than 6 WTUs during the semester of their election.

It shall be the responsibility of the regular representative to notify an alternate when his/her attendance will be required. Neither the temporary faculty nor an electing unit may be represented by both a regular and an alternate representative to the same seat at the same time.

For the period during which the representative from an electing unit serves as the Chair of the Faculty Senate, the electing unit's alternate representative, if any, shall serve as the unit's voting representative at Faculty Senate meetings. When the alternate is present and voting, the Chair shall not vote on any matter. In the absence of the alternate, the Chair may vote to break a tie.

## **2. Elections**

Elections to the office of representative (or alternate) shall be conducted and results reported to the Senate Office in the Spring semester prior to the date of the organizational meeting of the new Senate to serve for the following college year. Each electing unit shall be responsible for its own elections.

The Senate Election Committee shall be responsible for the conduct of the temporary faculty elections.

Elections shall be by secret ballot, and all ballots shall be distributed and collected on campus.

## **3. Term of Office**

The term of office of a representative shall be two years as defined in the Constitution. Should the representative of an electing unit and/or his or her alternate fail to complete their term, the unit may hold an election to fill the remainder of the term as provided in the Constitution. [Article II, Section 6.A: The term of office of a representative, whether of an electing unit or the temporary faculty, shall be two (2) years, with terms so arranged that approximately one-half (1/2) of the Senate shall be elected each year. The term of office shall begin at noon on the last day of the spring semester and end at noon on the last day of the spring semester two years hence.]

The term of office of an alternate representative is for two academic years; the term of the alternate need not coincide with that of a unit's elected representative (Senator).

To remain eligible to hold office, a representative or alternate of the temporary faculty shall hold an appointment from the University to no fewer than six (6) WTU's during each semester of the prescribed term of office. Failure to hold the required appointment shall vacate the office.

## **4. Nomination and Election Process**

Each electing unit shall invite nominations to the office of representative from its own members. Each member of an electing unit who is qualified to vote for representatives as defined in Article I, Section 6, of the Constitution shall be eligible to nominate and to be nominated to the office of representative (or alternate) from his/her electing unit except as provided in the Constitution. [Article II, Section 6.B: Representatives who have served for six (6) consecutive years shall not be eligible for re-election until at least one (1) academic year has elapsed between the conclusion of the sixth consecutive year of service and the beginning of a new term.] Service as an alternate, regardless of the number of years served as such, shall not preclude an individual from being elected as unit representative immediately following the end of his/her service as an alternate.

If no candidate for the office of representative of an electing unit receives a majority of the votes cast in a unit's election, the unit shall immediately hold another election to decide which of the

two candidates receiving the most votes previously cast shall have the office.

In the case of the temporary faculty, nomination and election shall be by and from the temporary faculty holding instructional appointments in the spring semester. To be qualified for nomination and election to the office of representative or alternate, a temporary faculty member shall hold an appointment from the University to no fewer than six (6) WTU's during the semester in which the election is held and shall be eligible under Article II, Section 6.B, of the Constitution. The Faculty Senate shall invite nominations from the temporary faculty. If more than twice as many candidates are nominated as there are offices to be filled, the Senate shall hold an election to reduce the number of candidates to no more than twice the number of offices to be filled (see process in Section II E-3).

The election of the temporary faculty representatives shall be so conducted that two representatives and one alternate are elected to new terms each year. Each member of the temporary faculty may vote for as many candidates as offices to be filled. To be elected, a candidate shall receive more votes than any candidate not elected.

#### **5. Vacancy in the Office of Representative**

Provision for filling a vacancy in the office of representative or an alternate of an electing unit is made in the Constitution [*Article II, Section 6.C: When a vacancy occurs in the representation of any electing unit not caused by the expiration of a term of office, a successor shall be elected by the electing unit in a manner to be determined by the electing unit.*] The alternate shall serve as the representative of the unit until an election to fill the vacancy occurs.

If a vacancy occurs in the office of representative of the temporary faculty, the Faculty Senate shall appoint one of the alternates to serve for the remainder of the term. In the absence of an alternate, the Faculty Senate may appoint from among the temporary faculty a successor who shall serve for the remainder of the term. The Senate shall confine its choice of a successor to a member of the temporary faculty who holds an appointment from the University to no fewer than six (6) WTU's during the semester of appointment.

#### **6. Electing Units**

The provisions of Section I.B.1-5 of these By-Laws shall apply alike to single and combined electing units.

### **C. Duties and Responsibilities of Individual Representative (Senators)**

The role of faculty governance within a University is a major part of the collegial environment. The Faculty Senate is the recognized voice of the faculty and is charged with proposing and overseeing policy pertaining to the academic well-being of the institution. A unit's representative, or the designated alternate, duly elected by his/her department/unit is expected to discharge the duties and responsibilities attendant on that office and exercise its powers and prerogatives in person only. These duties and responsibilities are:

1. to be an informed member of the Faculty Senate;
2. to attend all meetings of the Faculty Senate or, if unable to attend, to advise the alternate;
3. to consult with and consider the opinions/interests of the department/unit being represented while engaging in Faculty Senate business;
4. to recognize and respect the duties and responsibilities of fellow representatives; and
5. to maintain a collegial and objective bearing during debate in the Faculty Senate.

## **ARTICLE II. OFFICES OF THE FACULTY SENATE**

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### **A. Executive Offices**

#### **1. Chair**

The Chair of the Faculty Senate shall be elected annually by and from the voting representatives of electing units. Policy Committee Chairs who are not also representatives of electing units may neither serve as nor vote for Chair. The Chair shall preside at meetings of the Faculty Senate. The term of office of the Chair shall be one year. The term shall begin at noon on the last day of the spring semester in which he/she is elected Chair and shall end at noon on the last day of the spring semester of the following year. The Chair may be re-elected.

#### **2. Vice Chair**

The Vice Chair shall be elected annually by and from the voting representatives of electing units. Committee Chairs who are not also representatives of electing units may neither serve as nor vote for Vice Chair. In the absence of the Chair, the Vice Chair shall preside at meetings of the Faculty Senate, and perform other duties of the Chair as delegated by the Chair. The term of office of the Vice Chair shall be one year. The term shall begin at noon on the last day of the spring semester in which he/she is elected Vice Chair and shall end at noon on the last day of the spring semester of the following year. The Vice Chair may be re-elected.

### **B. Other Elected Offices**

#### **1. Standing Policy Committee Chairs**

Each standing Policy Committee Chair, as specified in the standing Policy Committee's Charge, shall be elected annually by the Faculty Senate from among the full-time faculty of the University. Each standing Policy Committee Chair shall preside over his or her standing Policy Committee and shall also serve as an ex-officio non-voting member of the Faculty Senate and an ex-officio voting member of its Executive Committee. The term of office of a standing Policy Committee Chair shall be one year. The term shall begin at noon on the last day of the spring semester in which he/she is elected Chair of the standing Policy Committee and shall end at noon on the last day of the spring semester of the following year. A faculty member may be elected to serve up to three (3) consecutive terms of one year each as the Chair of a standing Policy Committee. After an interval of a year following the end of the third consecutive term, the faculty member shall become eligible for election to the Chair of a standing Policy Committee.

#### **2. Members of the Executive Committee**

In addition to the Chair and Vice Chair of the Senate, who shall be voting members, and the Chairs of certain standing Policy Committees as specified in the standing Policies Committee's charge, who shall be ex-officio voting members, additional At-large voting members of the Executive Committee shall be elected annually by and from the electing unit representatives to maintain the Executive Committee membership at eleven (11). The At-large elected members of the Executive Committee shall serve for a term of one year, beginning at noon on the last day of the spring semester in which they are elected to the Executive Committee and ending at noon on the last day of the spring semester of the following year. At-large Executive Committee members shall be eligible for re-election so long as they remain electing unit representatives.

## **C. Staff of the Faculty Senate**

### **1. Parliamentarian**

A parliamentarian shall be nominated by the Executive Committee and subject to the approval of the Faculty Senate at the first meeting of the Faculty Senate during the fall semester of each academic year. He or she shall be a non-voting member of the Senate.

### **2. Recording Secretary**

The Recording Secretary of the Faculty Senate shall be the Faculty Senate Analyst.

## **D. Nomination of Candidates for Elected Offices at the First Organizational Meeting**

### **1. Qualifications to Nominate**

The right to nominate candidates for elected offices of the Faculty Senate shall be limited to voting representatives of electing units. In the case of the nomination of candidates for Chair of a standing Policy Committee nominations may also be made by the current membership of the standing Policy Committee and by faculty petition, as described Section II-D-4 of these By-Laws.

### **2. Order of Business**

As provided in Article III, Section A. of these By-Laws, the newly constituted Faculty Senate shall first meet to nominate its officers, that is, the Chair, the Vice Chair, the Chairs of the standing Policy Committees and the At-large voting members of the Executive Committee. At the meeting to nominate, the order of business shall be:

1. Nomination of candidates for office of Chair;
2. Nomination of candidates for office of Vice Chair;
3. Nomination of candidates for office of Chair of the standing Policy Committees;
4. Nomination of candidates for At-large elected members of the Executive Committee.

### **3. Nomination of Candidates for the Offices of Chair and Vice Chair of the Faculty Senate**

Nominations of candidates for Chair and Vice Chair shall be made from the floor by representatives of electing units; nomination of oneself shall be permitted. Additional nominations for Chair and Vice Chair may be made at the subsequent organizational meeting to elect these and other officers of the Senate. If more than two nominations either to the office of Chair or the office of Vice Chair are made, the Senate shall immediately select from among the several nominees to the office, the two whose names shall be put to a vote in the subsequent election. The selection shall be made by secret ballot. Each representative shall have one vote in relation to each office. Each of the two candidates selected shall receive more votes than any candidate not selected.

Nominees shall be invited to make a presentation on their qualifications at the election meeting.

### **4. Nominations for Candidates for the Office of Chair of a Standing Policy Committee**

Nominations of candidates for Chair of each standing Policy Committee may be made by a voting representative from the floor; by the current membership of the standing Policy

Committee; or by a petition signed by ten (10) or more full-time faculty members and filed with the Faculty Senate office before the first meeting of the new Faculty Senate. Additional nominations for standing Policy Committee Chairs may be made at the meeting to elect these and other officers of the Senate.

Nominees shall be invited to make a presentation on their qualifications at the election meeting.

#### **5. Nominations of Candidates for the Office of At-large Members of the Executive Committee**

Nominations of the At-large elected members of the Executive Committee shall be made from the floor; nomination of oneself shall be permitted. Additional nominations to serve as the At-large elected members of the Executive Committee may be made at the meeting to elect these and other officers of the Senate.

Nominees shall be invited to make a presentation on their qualifications at the election meeting.

### **E. Election of Officers**

#### **1. Voting Qualifications and Procedures**

The right to vote in the election of Senate officers shall be limited to the voting representatives of electing units. Voting shall take place by secret ballot as specified in Section II-E-7 of these By-Laws.

#### **2. Election Process and Order of Business**

As provided in Section III-A of these By-Laws, the newly constituted Faculty Senate shall elect its officers at a meeting called for the purpose. The order of business in each case shall be as follows:

##### **a. Election Process for each office:**

- i. Call for additional nominations;
- ii. Reduction of the number of nominees to twice the number of positions as described in Section II-E-3, if necessary;
- iii. Presentations, if any, by the nominees;
- iv. Election.

##### **b. Order of Business**

Elections, defined as the series of steps set forth in Section II-E-1 of these By-Laws, shall take place in the following order. No election for a subsequently listed office shall be held until the election to fill the previously listed office is concluded.

- i. Chair
- ii. Vice Chair
- iii. Standing Policy Committee Chairs
- iv. At-large Members of the Executive Committee

#### **3. The Number of Candidates**

If the number of candidates nominated for any elected senate office is greater than twice the number of available positions, the Faculty Senate shall reduce the number to twice the number of available positions by selecting, by secret ballot, from among the several nominees, a number equal to twice the number of available positions for a vote in the subsequent election. When making this selection, each representative may vote for twice the number of available positions. In case of ties, the number of nominees shall be increased to include the tied candidates. Each candidate selected shall have received more votes than any candidate not selected.

#### **4. Election of Chair and Vice Chair**

The election of the Executive Officers of the Faculty Senate (Chair and Vice Chair) shall be by secret ballot. The candidate for each office who receives more votes than any other candidate for that office shall be elected.

## **5. Election of Chairs of the Standing Policy Committees**

The election of the Chairs of the standing Policy Committees of the Faculty Senate shall be by secret ballot. The candidate for each office who receives more votes than any other candidate for that office shall be elected.

## **6. Election of the At-large Elected Members of the Executive Committee**

The manner of electing the At-large voting members of the Executive Committee shall be as follows:

When the candidates have been nominated and selected, the Senate shall immediately elect, by secret ballot, from among those candidates the At-large elected members of the Executive Committee. Each representative may vote for each of the available At-large positions. Each of the At-large candidates elected shall have received more votes than any candidate not elected. In case of ties, the Senate shall immediately vote by secret ballot to break the tie. Each representative shall have one vote.

## **7. Secret Ballot**

All elections shall be conducted by secret ballot. In the case of a single nominee for an office a Yes-No ballot shall be required.

## **F. Election of Additional Standing Policy Committee Officers**

At its first meeting of the academic year, each standing Policy Committee shall elect, from among its membership, a Vice Chair and any other Committee officers deemed appropriate.

The Vice Chair of a standing Policy Committee shall preside over the routine business of a standing Policy Committee in the absence of the Committee Chair or, should the office of standing Policy Committee Chair become vacant, until the election of a new Committee Chair; under this provision the standing Policy Committee Vice Chair shall not serve as an ex-officio member of the Senate or its Executive Committee.

## **G. Vacancies**

A vacancy in the voting membership of the Executive Committee shall be filled by nomination and election at the first meeting of the Faculty Senate after the vacancy occurs. The nominee elected shall have received more votes than any candidate not elected.

**1. Chair of the Faculty Senate:** If the office of Chair of the Faculty Senate becomes vacant, the Vice Chair shall assume the title and functions of the Chair. A new Vice Chair shall be elected at the first meeting of the Faculty Senate after the vacancy occurs. Any serving representative of an electing unit shall be eligible to be elected Vice Chair. If a Chair of a standing Policy Committee, serving simultaneously as a representative of an electing unit, is elected Vice Chair, the Vice Chair of the standing Policy Committee shall preside over the routine business of the standing Policy Committee until a successor can be elected as provided below. If an At-large member of the Executive Committee is elected Vice Chair, an election shall be held then and there to fill the vacated seat of the At-large member of the Executive Committee who has just been elected Vice Chair.

**2. Vice Chair of the Faculty Senate:** If the office of Vice Chair becomes vacant, the vacancy shall be filled by nomination and election at the first meeting of the Faculty Senate after the vacancy occurs. Any serving representative of an electing unit shall be eligible to be elected Vice Chair. When time does not permit the Faculty Senate to act in this manner, the Executive Committee shall appoint an interim Vice Chair from among the representatives of the electing units to serve until the Faculty Senate has the opportunity to act.

**3. Standing Policy Committee Chairs:** If the office of Chair of a standing Policy Committee with membership on the Executive Committee becomes vacant, the Vice Chair of the Committee shall preside over the routine business of the standing Policy Committee until the Faculty Senate shall elect a successor as provided in Sections II-D. 4 and E. 5 of these Bylaws. The Vice Chair, acting under this provision, shall not serve as an ex-officio member of the Executive Committee.



**4. At Large Members of the Executive Committee:** If a seat of an at large member of the Executive Committee becomes vacant, the seat would be filled by nomination and election at the first meeting of the Faculty Senate after the vacancy occurs.

**5. Multiple Vacancies:** If several vacancies occur at once in the voting membership of the Executive Committee, the Faculty Senate shall fill those vacancies by nomination and election at the first meeting to be convened after the vacancies occur. Vacancies shall be filled in the following order: Chair of the Faculty Senate, Vice Chair, the At-large members of the Executive Committee. Vacancies among Chairs of the standing Policy Committees shall be filled as described in the preceding paragraph of this section.

## ARTICLE III. MEETINGS OF THE FACULTY SENATE

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### A. The Meetings to Elect Officers

Each year following the election of representatives during the spring semester, the Faculty Senate constituted by that election shall hold two meetings to nominate and elect its officers as provided in Section II-D of these Bylaws. At least two weeks shall elapse between the two meetings.

### B. Business Meetings

1. The Faculty Senate shall hold a meeting at least once every month during the academic year. Ordinarily, the Senate will not meet during the first week of classes. The Senate may hold additional meetings from time to time at the call of the Chair of the Faculty Senate, on motion of the Faculty Senate, or at the request of the President via the Chair of the Faculty Senate. The Chair of the Faculty Senate shall not refuse or fail to give effect to the President's request for a meeting of the Faculty Senate.
2. Items shall be placed on an agenda at the request of the President of the University, or the Chair of the Faculty Senate, or the Executive Committee of the Faculty Senate, or the Faculty Senate itself.
3. The Faculty Senate shall adopt and publish in the Standing Rules of the Faculty Senate, its own rules of procedure for the conduct of its meetings. Such procedures may include distinguishing between agenda items that are ready either for action or for discussion only, with action to be taken at a subsequent meeting.
4. Votes in the Faculty Senate may be taken by voice, show of hands, by secret ballot, or by roll call. The procedures for voting are provided in the Standing Rules of the Faculty Senate.
5. Every business meeting of the Faculty Senate shall be open. Individuals who are not members of the Faculty Senate may participate in the discussion at the discretion of the Chair.
6. Quorum
  - a. A quorum shall consist of a majority of the total number of elected voting representatives or their alternates. For purposes of constituting a quorum, the Chair shall be considered a voting member unless the Chair's alternate is present and included in the count.
  - b. However, continuing absent members of the Senate shall not be counted as "voting representatives" for purposes of calculating the number of representatives who must be present to constitute a quorum. "Continuing absence" is herein defined as absence from two successive Faculty Senate meetings by both an electing unit voting representative and her or his alternate. The designation of a member as continuously absent shall be applied at the beginning of the third meeting at which the previously absent member does not appear to answer the initial call of the roll. It shall be removed upon the next appearance of the electing unit's representative or alternate in the Senate.
  - c. Notwithstanding the provisions of 6-b above, a quorum shall in all cases consist of no less

than 40% of the total number of elected voting representatives.

## ARTICLE IV. COMMITTEES OF THE FACULTY SENATE

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Committees of the Faculty Senate shall be the Executive Committee, the Committee on Committees, and such other committees as the Faculty Senate may establish from time to time.

### A. The Executive Committee

#### 1. Membership

The voting members of the Executive Committee shall be the Chair and Vice Chair of the Faculty Senate, the Chairs of certain Policy Committees as specified in the committee's charge, and additional At-large members of the Executive Committee elected by and from the voting members of the Faculty Senate to maintain the voting membership at eleven (11). No fewer than four (4) voting members shall be At-large members elected by and from the voting members of the Senate.

The ex-officio, non-voting members shall be the immediate past Chair of the Faculty Senate provided his/her term has expired at the end of the preceding academic year; one Statewide Academic Senator, selected by the delegation of Statewide Senators; the President of the Student body, or his/her representative; the Academic Vice President; and the President of the University or his/her representative. The Chair of the Faculty Senate shall be the Chair of the Executive Committee.

#### 2. Responsibilities

The responsibilities of the Executive Committee shall include the following:

##### a. Ordering the Senate Agenda

The Executive Committee shall meet at least one week prior to each Faculty Senate meeting to order and approve the agenda. It shall order the agenda so as to provide the Faculty Senate an opportunity to discuss and decide important issues in the time allotted for Senate meetings. It shall attempt to prepare an agenda that the Senate can clear in one of its meetings.

When appropriate the Executive Committee shall:

1. Establish the priority of first and second reading items on the agenda. Procedures for setting an agenda for a Faculty Senate meeting shall be specified in the Standing Rules of the Faculty Senate.
2. Identify information pertinent to the Senate's consideration of agenda items and attach it to the agenda distributed to representatives.
3. Identify proponents and opponents of specific agenda items and allocate time for their presentations.

The Executive Committee may also:

1. Recommend that the Faculty Senate take specific action on an item.
2. Recommend clarifying language or amendments or both to items to be placed before the Faculty Senate for action.
3. Refer an item to a Faculty Senate Committee or other agency.

##### b. Receiving Reports

The Executive Committee shall receive reports and recommendations from Faculty Senate committees. It may place such reports and recommendations on the Faculty

Senate agenda either as items for action or items for information.

When appropriate, the Executive Committee may:

1. Recommend clarifying language or amendments to the recommendations of Faculty Senate committees or both.
2. Endorse the recommendation of a Faculty Senate committee for Faculty Senate action.
3. Refer the reports and recommendations of Faculty Senate committees to other Faculty Senate committee(s) or other agencies.

### **c. Planning**

The Executive Committee shall meet prior to the beginning of each academic year for the purpose of:

1. Reviewing the actions taken in the previous year and identifying items carried over from it that require discussion and action in the coming year.
2. Identifying the critical issues to be discussed and acted on by both the Faculty Senate and its standing Policy Committees in the coming year.
3. Setting tentative agendas for the Faculty Senate and its standing Policy Committees.
4. Planning the program for the annual Faculty Senate Retreat.
5. Planning and implementing an orientation program for new members of the Faculty Senate.

### **d. Reporting to the Faculty Senate**

1. The Executive Committee shall provide the Faculty Senate with a list current to the moment of items being considered by the Faculty Senate's standing Policy Committees, a brief description of the reports and recommendations or policies to be produced by each Committee, and an estimate of the date by which each Committee may be expected to act on each of these items.
2. The Executive Committee shall provide the Faculty Senate with a current listing of the Senate's recommendations to the President of the University and the action taken by the President of the University on each of these recommendations.

## **3. Meetings**

The Executive Committee shall normally meet in open or public session. It may meet in a session closed to the public to discuss and act on personnel matters not subject to public disclosure. The motion to close its meeting to the public shall be in order during an open meeting of the Committee. The Committee shall return to open session immediately upon disposing of the agenda item or items taken up in closed session. In no case of a current employee or staff member of the Senate shall the Committee close its session to the party or parties or their representatives whose status or conduct may be the subject of discussion in closed session.

### **a. Regular Meetings**

1. The Chair of the Faculty Senate shall call a regular meeting of the Executive Committee at least one week prior to each scheduled meeting of the Faculty Senate to order the agenda for that meeting. Other meetings of the Executive Committee may be called as necessary.
2. The Executive Committee agenda normally shall be provided to representatives at least 72 hours (3 business days) before an Executive Committee meeting, along with supportive materials necessary to inform representatives about agenda items
3. The headings on the agenda shall be:

- Call to Order
- Roll Call
- Open Forum

#### Purpose

The Executive Committee Open Forum is used for items not on the agenda. It allows any campus community member to raise relevant concerns, ask questions, or present directly to the Executive Committee.

#### Structure and Time Management

- Items should be of relevance to the campus community, faculty governance, or university operations.
- Each speaker has 3 minutes to present.
- The total time for the Open Forum is 10 minutes.
- Only one item may be presented when recognized by the Chair. Speakers must add their names to the speaker's list to address additional items.

#### Guiding Principles

The Senate adheres to these guiding principles in its commitment to an inclusive environment and to the Statement on Shared Governance and Consultation, which upholds the values of transparency, civility, respectful dialogue, and respect for the process.

1. **Commitment to Intent:** Each speaker will communicate the intended purpose of their Open Forum item, such as indicating whether the objective is to notify, request Senate or administrative action, or seek an answer to a question.
2. **Commitment to Collegiality:** Speakers will be mindful of how they raise issues and concerns and be authentic partners in how they seek responses. While not required, submitting a question or concern to the Senate Chair in advance would be helpful to ensure that the responses from the appropriate individuals are thoughtful and meaningful.
3. **Commitment to Respectful Discourse:** The Senate will engage in constructive dialogue rooted in mutual respect, ensuring all voices are valued and heard.
4. **Commitment to Equity and Inclusivity:** The Senate will embrace diverse perspectives and respectfully consider differing viewpoints during the Open Forum period.

#### Senate Chair's (or Representative's) Responsibility

1. The Senate Chair will acknowledge the speaker's intention.
2. Questions raised and issues requiring action will be documented, and responses will be provided in a timely manner.
3. The Senate Chair reminds the body that they can agendize any of the matters mentioned.
4. The Senate Chair is responsible for the timing of Open Forum items.
  - Approval of the Minutes
  - Approval of the Agenda
  - From the Chair
  - From the Provost
  - From the President
  - Regular Agenda



b. Executive Sessions

1. The Executive Committee may hold executive sessions to discuss and act upon personnel matters relating to the staff of the Faculty Senate.
2. Under circumstances that permit no delay, the Executive Committee may constitute itself as, or become part of, a search committee for the purposes of filling, on an interim basis, a vacancy in the University administration. Such an action by the Executive Committee shall be initiated at the request of the President.
3. The President may consult with the Executive Committee in executive session about personnel matters related to the central administrative staff.
4. The subject of any executive session of the Executive Committee shall be reported in the minutes of the Executive Committee.

c. Quorum

For all meetings of the Executive Committee, a majority of the voting members of the Executive Committee shall constitute a quorum.

#### **4. Powers**

The Executive Committee shall have power to:

- a. Take action on behalf of the Faculty Senate when time does not permit the Faculty Senate to act. Such actions shall be reported to the Faculty Senate on the Faculty Senate agenda at the first meeting of the Faculty Senate after the Executive Committee has acted.
- b. Advise the President about the interpretation of University policy. The Executive Committee shall report the substance of its advice to the Faculty Senate on a Faculty Senate agenda at the first meeting of the Faculty Senate after the Executive Committee has acted.
- c. Propose clarifying statements of University policy to the Faculty Senate.
- d. Create ad hoc committees as necessary.
- e. Nominate faculty for consideration by the Faculty Senate to fill vacancies that occur in the membership of Faculty Senate committees after the Committee on Committees has made its nominations for the year.
- f. Nominate faculty for consideration by the Faculty Senate for recommendation to the President for appointment to institutional task forces, advisory committees, committees performing judicial functions, and auxiliary organizations.

### **B. Committee on Committees**

1. Membership

The Committee on Committees shall be composed of the Chair and Vice Chair of the Faculty Senate, the other nine (9) members of the Executive Committee, the senior representative to the Faculty Senate from the Library electing unit, the senior representative to the Faculty Senate from the Student Services electing unit, and one representative from an electing unit within each college elected by the incumbent Faculty Senate.

2. Nomination and Election of College Representatives

At the beginning of the spring semester, the Faculty Senate shall nominate and elect by secret ballot the representative of each of the seven (7) colleges to the Committee on Committees. Nominations shall be made from the floor; nomination of oneself shall be permitted. No one who is not then a representative of an electing unit from within one of the colleges shall be eligible to be nominated to be the representative of that college. Every representative may vote for one nominee from every college. If none of the

candidates from a college receives a majority of the votes cast, the Faculty Senate shall immediately decide by secret ballot which of the two candidates who have received the most votes shall become the college's representative. As between the two candidates, the candidate who receives the most votes shall be elected.

### 3. Meetings

Each spring, the Chair of the Faculty Senate shall convene an initial meeting of the Committee on Committees to review vacancies and volunteers for these positions. At a subsequent meeting, the Committee on Committees shall nominate to the Senate, candidates to be appointed members of the standing Policy Committees of the Senate to serve during the following academic year.

### 4. Charge

Having considered the results of an annual survey of the faculty members' interest in serving on any one or more of appointed standing Policy Committees, the Committee on Committees shall make a recommendation to the Faculty Senate specifying who the members of the Faculty Senate's standing Policy Committees shall be during the following academic year. Between the annual deliberations of the Committee on Committees, the Executive Committee shall nominate candidates to fill the vacancies that occur in the membership of the standing Policy Committees.

## C. Other Committees of the Faculty Senate

The Faculty Senate may create standing and ad hoc committees as it deems necessary. Every committee created by the Faculty Senate shall be a committee of the Faculty Senate and shall report to the Faculty Senate by way of the Executive Committee. Faculty Senate committees shall recommend policy and the interpretation of policy to the Faculty Senate by way of the Executive Committee, and perform such administrative functions as are identified in their charge.

## D. Committee Vacancies

If a member of a standing Policy Committee or subcommittee is absent from three or more meetings in a semester without prior notification to the Chair, the Chair may request that the Executive Committee declare the seat vacant. After notifying the absent committee member of the Executive Committee's contemplated action and giving the member a chance to respond, the Executive Committee may declare the seat vacant. If a seat is declared vacant, the Senate Executive Committee shall replace that person using the previous years' Committee Preference Poll as a guide.

# ARTICLE V. ELECTION OF REPRESENTATIVES TO THE CSU ACADEMIC SENATE

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## A. Membership

CSU Academic Senate representatives from CSU, Sacramento shall be elected by the faculty. The number of CSU Academic Senate representatives from CSU, Sacramento shall be determined by the apportionment procedure described in The Constitution of the Academic Senate, The California State University, Article II, Section 1-a. Each year in which such an election is held, the election results shall be certified to a designated officer of the CSU Academic Senate by the Chair of the local Senate on or before May 15. Representatives elected shall take office on or before June 15.

## B. Terms of Office

Senators shall serve a term of three (3) years, to be established on a staggered basis so that no more than one representative shall be elected in an academic year. Senators shall be eligible for reelection.

### **C. Nomination and Election of Senators and Appointment of Alternate**

1. The nomination and election of every Senator to the CSU Academic Senate shall be by and from those members of the faculty who are members of an electing unit as defined by the Constitution (Article II, Section 5.B.1 and 2) and are eligible to vote for the representative of an electing unit, as defined by the Constitution (Article I, Section 6). To become a candidate, an eligible member of the faculty shall submit to the Chair of the Faculty Senate a nominating petition signed by ten (10) members of the faculty eligible to elect a representative to the CSU Senate. If three (3) or more members of the faculty become candidates, an election shall be held to choose no more than two of them to contest the office subsequently. If one of the three (3) or more candidates receives a majority of the votes cast in the election to choose two candidates that person shall be declared elected without further contest. If no candidate receives a majority of the votes cast, the two candidates who receive the most votes shall contest the office in a second election. The candidate receiving the most votes in the second election shall be elected Senator to the CSU Academic Senate.
2. The alternate Senator to the CSU Academic Senate shall be the Chair of the Faculty Senate of CSU Sacramento. If the Chair cannot serve, the Executive Committee shall designate an alternate.
3. If an incumbent shall vacate the office of representative to the CSU Academic Senate before his/her term expires, a successor shall be elected as provided in Article V, Section C-1 of these Bylaws.

## **ARTICLE VI. PARLIAMENTARY AUTHORITY**

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Robert's Rules of Order shall govern the Faculty Senate in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Faculty Senate may adopt.

## **ARTICLE VII. AMENDMENT OF BYLAWS**

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(See Article IV, Section 3 of the Constitution of the Faculty Senate of California State University, Sacramento).

### **Adoption of Bylaws**

FS 99-30B, adopted April 22, 1999

FS 03-23, adopted May 15, 2003

FS 08-59, adopted November 20, 2008

FS 10-82 & 10-84, adopted October 21, 2010

FS 10-96, adopted November 18, 2010

FS 11-07, adopted February 17, 2011

FS 11-42, adopted May 5, 2011

FS 11-12-82, FS 11/12-84 through FS 11-12/86, adopted March 1, 2012

FS 16/17-28, adopted September 22, 2016

FS 24/25-53, adopted December 12, 2024

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